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Andaman And



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DIRECTORATE OF CIVIL SUPPLIES & CONSUMER AFFAIRS
v. Meku rFkk fudkckj i'z kkl u
Andaman and Nicobar Administration

NOTIFICATION

Port Blair dated the 20th October, 2010

No. 324/2010/F.No.SD/2-194/Estt/2001-09.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs Notification No. 14-3/60-ANL, dated 11th April, 1960 and in supersession of the Andaman & Nicobar Administration's Notification No.147/66/F.No.28-4/57-Administration dated 24th November 1966 & No.73/F.No.55-15/76-TR dated 2nd June 1999, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of Recruitment to the Group 'C' posts of **Daftry, Peon & Chowkidar** borne on the Establishment of Directorate of Civil Supplies & Consumers Affairs of the Andaman and Nicobar Administration namely :-

1. **Short title and commencement :-**

- These rules may be called the Andaman & Nicobar Administration Daftry, Peon & Chowkidar Recruitment Rules 2010.
- They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay :-**

The number of posts, their classifications and scale of pay attached thereto shall be as specified in paras 2 to 4 of the schedule— I to III annexed hereto.

3. **Method of recruitment, age limit, qualification :-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the Schedules aforesaid.

4. **Disqualification :-**

No person —

- Who has entered into or contracted a marriage with a person having a spouse living, or
- Who is having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

5. Power to relax :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order and for the reason to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of persons.

6. Saving :-

Nothing in these Rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Gen. (Retd.) Bhopinder Singh PVSM, AVSM
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lt. Governor,
Andaman & Nicobar Islands

Sd./-
Director (CS & CA)
Directorate of Civil Supplies & Consumer Affairs
(F.No.SD/2-194/Estt/2001-09/2648)

SCHEDULE – I

RECRUITMENT RULES FOR THE POST OF DAFTRY
IN THE CIVIL SUPPLIES DEPARTMENT

1	Name of Post	Daftry
2	No. of Post	2 (Two) 2010, Subject to variation dependent on workload
3	Classification	General Central Services, Group C Non- Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5	Whether selection post or non-selection post	Not Applicable
6	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	No
7	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Government servant upto 5 years in accordance with the instructions / orders issued by the Central Government from time to time) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates/name from Employment Exchange
8	Educational and Other qualification prescribed for direct recruits	Essential:- (Must possess pass certificate in Secondary School Examination (Xth Std.) from a recognized Board / Institution Desirable:- (a) Training in Basic and Refresher Course in Home Guard and Civil Defence (b) Having experience in stitching of files / records and its maintenance

9	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
10	Period of probation, if any	2 (Two) Years for direct recruits
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100 % Transfer failing which by Direct Recruitment
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption are to be made	Transfer:- From amongst the Peons working in the department in the pay in PB-1 Rs.5200-20200 with Grade Pay of Rs.1800 with 2 years service in the grade having experience in stitching files / records and its maintenance
13	If a DPC exists what is its composition ?	Group C DPC for confirmation consisting of :- 1. Director (CS & CA) - Chairman 2. Employment Officer, A&N Islands - Member 3. Dy. Director (CS&CA) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job description	Attached as Annexure to the Schedule- I

ANNEXURE TO SCHEDULE - I**JOB DISCRIPTION FOR THE POST OF DAFTRY**

The following are the duties to be performed by a Daftry :-

1. To be responsible for proper maintenance of records in the section/office;
2. To trace out old files/records as may be required by any member or staff in the section/office;
3. To verify the record/publications once in six months and report to the section officer/branch officer if any file/publication are missing/out for a considerable period;
4. To stitch/mend files/records/vouchers etc.;
5. To collect and distribute stationery to the members of the staff in the section/office under the supervision of section diarist;
6. To see that all tables records in the section present a neat and tidy appearance;
7. To ensure cleanliness in the section/office with the held of peons/sweepers;
8. To keep proper account of the articles of furniture/electrical and electronic items available in the section office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the section/office and kept at proper place;
9. To attend office half an hour earlier than the hour prescribed for the office i.e., at 8:00 am;
10. To attend to any other work which may be assigned to him by the section officer, dealing clerks and diarist of the section/office.

SCHEDULE – II**RECRUITMENT RULES FOR THE POST OF PEON
IN THE CIVIL SUPPLIES DEPARTMENT**

1	Name of Post	Peon
2	No. of Post	8 (Eight) 2010, Subject to variation dependent up on workload
3	Classification	General Central Services, Group C Non- Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Pay Scale	PB -1 Rs. 5200-20200 + 1800
5	Whether selection post or non-selection post	Not Applicable
6	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	No
7	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions / orders issued by the Central Government from time to time) Note: - The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates/ names from Employment Exchange
8	Educational and other qualification prescribed for direct recruits	Essential:- Must possess pass certificate in Secondary School Examination (Xth Std.) from a recognized Board / Institution Desirable:- i) Training in Basic refresher course in Home Guard and Civil Defence ii) Ability to ride bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
10	Period of probation, if any	2 (Two) Years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment 25% by Transfer failing which by direct recruitment
12	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption are to be made	Transfer:- From the Sweeper / Safaiwala and Chowkidar working in the department in pay in PB – 1 with Grade pay of Rs.1800 with 2 years regular service in the grade
13	If a DPC exists what is its composition ?	Group C DPC for confirmation consisting of :- (1) Director (CS & CA) - Chairman (2) Employment Officer, A&N Islands - Member (3) Dy. Director(CS&CA) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job description	Attached as Annexure to the Schedule-II

ANNEXURE TO SCHEDULE - II**JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is for general purpose, an attendant and will work as directed by the Officer/Office in which works;
 2. Should come to office not later than 8.00 am.
 3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
 4. Should remove all wastes papers etc., for disposal as directed by the officer or the Section Officer or the Branch concerned;
 5. **If he is attached to an officer:-**
 - (i) He should keep the pencils sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places;
 - (ii) He should keep slips of paper within easy reach inside the rook for use of his officer
 6. Should not leave the office without permission of the section officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early;
 7. Before leaving office he should switch off, all lights and close the doors and windows;
 8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, whenever required;
 9. Should know the description of stationery articles and various kinds of forms used in the office;
 10. Should be very courteous and helpful towards members of the public visiting the office;
 11. Should be polite and respectful towards all officers and staff;
 12. Should attend to any other office work as may be required of him.
- If he entrusted with DAK duties:-**
13. Should have a general idea about the arrangement for receipt of local and postal dak;
 14. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly;
 15. Should know the location of :-
 - (i) all important offices such as offices of Head of Departments Offices, Central Government Offices etc.
 - (ii) residence of officers and carry dak to the offices/officials concerned whenever required;
 16. Should know the working hours of local post and telegraph offices and banks for attending to the business there as and when required.

SCHEDULE – III**RECRUITMENT RULES FOR THE POST OF CHOWKIDAR
IN THE CIVIL SUPPLIES DEPARTMENT**

1	Name of Post	Chowkidar
2	No. of Post	29 (Twenty Nine) 2010 Subject to variation dependent on workload
3	Classification	General Central Services, Group 'C' Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Pay Scale	PB – 1 Rs. 5200-20200 + 1800
5	Whether selection post or non-selection post	Not Applicable
6	Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	No
7	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Government Servants upto 5 years in accordance with the instructions / orders issued by the Central Government from time to time) Note:- The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates/names from Employment Exchange
8	Educational and Other qualification prescribed for direct recruits	Essential:- Must possess pass certificate in Secondary School Examination (X th Std.) from a recognized Board / Institution Desirable:- i) Training in Basic refresher course in Home Guard and Civil Defence ii) Ability to ride bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	No
10	Period of probation, if any	2 (Two) years for direct recruits
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by transfer failing which by direct recruitment
12	In case of recruitment by promotion/deputation/absorption, grade from which promotion / deputation / absorption are to be made	Transfer:- From amongst the Regular Mazdoor working in the department in the pay in PB-1 Rs. 5200-20200 with Grade Pay of Rs.1800 with 2 years regular service in the grade
13	If a DPC exists, what is its composition ?	Group C DPC for confirmation consisting of :- 1. Director (CS & CA) - Chairman 2. Employment Officer, A&N Islands - Member 3. Dy. Director(CS&CA) - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Job description	Attached as Annexure to the Schedule-III

ANNEXURE TO SCHEDULE - III

JOB DESCRIPTION FOR THE POST OF CHOWKIDAR/WATCHMAN

The following are the duties to be performed by a Chowkidar/Watchman:-

1. Responsible to watch and ward of office premises and surroundings;
2. Should close the office building doors, windows and switch off the lights, fans after office hours;
3. Responsible to fill the water tank installed in the office premises, if the water supply is after office hours;
4. Must remain on duty till relieved;
5. Should be courteous and polite with the public and alert in his duties;
6. Must attend to any other works which may be assigned to him by higher officers.
